

ACTIVITY PLANNING

What qualifies as a CME activity?

A CME activity can be described as an educational offering that is planned, implemented, and evaluated in accordance with the ACCME's Accreditation Criteria and its Standards for Integrity and Independence in Accredited Continuing Education, the AMA Physician's Recognition Award CME credit system standards and the policies of both. This ensures that topics and content are targeted toward physicians on their level of education and experience. Any educational activity that meets the professional development needs of physicians involved in clinical care, research, and education is appropriate for CME.

The learning formats currently provided by TTUHSC include Live Courses and Regularly Scheduled Series (lectures and meetings in which learners are physically or remotely present), Enduring Material activities based on recorded or published content (i.e., printed materials, audio or video presentations and podcasts, internet presentations) and journal based activities. Other types of educational activities may qualify and will be assessed during the application process.

How do I apply for CME credit for my program?

If you are a TTUHSC faculty member interested in developing a CME activity, the first step is to contact the CME Office to set up a meeting to discuss your proposed activity and to review the planning process and guidelines. At that time, we will guide you through the needs assessment process, provide available dates and a course director's packet. We strongly advise against significant planning of activities in advance of this initial meeting, as you should be familiar with a variety of ACCME and TTUHSC guidelines in order to ensure the viability of your activity for CME credit and to prevent an unnecessary duplication of your efforts. The Office of CME does not approve activities presented by outside vendors or medical education companies.

What is meant by the term "needs assessment"?

Needs assessment is the process of identifying and analyzing data that reflect the need for a particular CME activity. This data provides the basis for developing learner objectives for the CME activity. The data could result from a survey of the potential learners, evaluations from previous CME activities, needed health outcomes, identified new skills, or other sources that directly affect physician knowledge, skill and professional performance.

Why do CME faculty (speakers, presenters, moderators, activity directors, authors, planning committee members, etc.) have to complete a CME disclosure statement form?

The ACCME requires that everyone who is in a position to control the content of an educational activity disclose all financial relationships with any ineligible companies within the prior 24 months in order to prevent potential bias in the educational content and to ensure that all CME activities are scientifically rigorous and free from any commercial influence.

Can a department plan a CME activity jointly with another department or with a non-TTUHSC partner?

An activity that is planned, implemented and evaluated by TTUHSC departments is considered as directly sponsored. When a department works with other entities to produce a learning activity, it is termed as a jointly provided activity. For jointly provided activities, only one of the sponsors can provide CME credit. The other sponsor(s) will be listed as non-ACCME accredited provider(s). Please contact the CME Office regarding partnering with non-TTUHSC entities prior to any agreement to provide an accredited activity.

What is the cost of CME certification?

The cost of certifying your activity for CME credit depends on the type of activity (live versus enduring, one-hour versus two-day, etc.) and the number of credit hours being offered. The proper fee for your activity will be discussed in the initial planning meeting.

Are the application and documentation available online?

You may complete and submit the Proposed CME Activity Request on our website. Once CME eligibility is assessed and the activity director has met with the CME Office, all necessary documentation will be sent to the activity director electronically.

EDUCATIONAL GRANTS & COMMERCIAL SUPPORT

What is commercial support?

The ACCME definition of ineligible companies are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Any financial or in-kind contributions provided by an ineligible company to pay for any portion of a CME accredited educational activity is considered commercial support and must be approved by the TTUHSC Office of CME during the planning phases of the activity.

Can a department receive commercial support for a Regularly Scheduled Series?

Yes, however, the department should contact the Office of CME for assistance before applying for these funds. See SOM OP 60.05 for more guidance related to the ACCME Standards for Integrity and Independence in Accredited Continuing Education. Additionally, an official Letter of Agreement with the Commercial Supporter must be signed and on file in advance of the activity/series.

Are there certain guidelines I need to follow for either commercial support or faculty disclosure?

Documentation of all commercial supporters and disclosure of any commercial relationships and off-label discussions by faculty members must be made to the planning committee as part of the CME application process and to course participants in advance of all presentations. These guidelines will be presented in significant detail throughout the application process.

Can a company provide support or pay expenses for individual speakers?

CME is often made possible thanks to educational grants from ineligible companies. Departments, planners or speakers should not make any arrangements with pharmaceutical companies or other commercial entities for payment of any activity expenses. Vendors or other companies desiring to provide support for any program or activity should contact the TTUHSC Office of Continuing Medical Education.

Can Activity Directors and/or Planners apply for Exhibit Fees from a Vendor?

TTUHSC Office of CME offers exhibit opportunities at large conferences/symposiums. SOM OP 60.06 provides guidance for staff and exhibitors. An ineligible company may not exhibit at any regularly scheduled series activities.